

How to Apply to open a Personal Care Provider Agency:

You can apply to open a Personal Care Agency.

1. Review the Medicaid Program Manual chapters 100, 200, 300, 400, 517, 600, 700, and 800 located on the West Virginia Bureau for Medical Services website.
2. Consult the website for the WV Health Care Authority for information about applying for a Certificate of Need.
3. Once a Certificate of Need is obtained, review the PC Initial Certification Monitoring Tool.
4. Complete the PC Provider Certification Application found on the WV Bureau of Senior Services website and mail to:
Arlene Hudson, Director
Medicaid Operations Unit
West Virginia Bureau of Senior Services
1900 Kanawha Blvd., East
Charleston, WV 25305
5. Once the application is received by the Bureau of Senior Services, a representative will contact you to schedule an onsite review.
6. If you meet all certification requirements based on the onsite review, the Bureau of Senior Services will send your agency the initial certification letter and a letter to be supplied to Molina Healthcare (DXC).
7. You will procure an NPI number by visiting <https://nppes.cms.hhs.gov/#/>
8. You will provide the letters from step 6 along with your NPI number to Molina Healthcare (DXC) and they will send you a Medicaid Personal Care Enrollment Application.
9. The Enrollment Application must be returned to Molina Healthcare (DXC).
10. Once Molina Healthcare (DXC) determines the Enrollment Application is complete, they will notify you and provide you with a Medicaid provider number.

If you have any questions regarding this process, please contact the West Virginia Bureau of Senior Services at 304-558-3317.